BRIGHT from the START

Georgia Department of Early Care and Learning

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Governor   (404) 656-5957   *Commissioner*

To: Georgia's Pre-K Program
RE: Training Registration and New Training Requirements

Bright from the Start Training Registration for Georgia's Pre-K Program for the 2009-10 school year is now open for registration.

IMPORTANT CHANGE FOR NEXT YEAR REGARDING RETURNING ASSISTANT TEACHERS:

Returning Assistant Teachers will meet their mandatory 15 hour training requirement differently for the 2009-10 school year. To assist Pre-K programs with meeting ever growing budget restraints, the requirement that Assistant Teachers attend two day BFTS (Best Practices) training will not be required for this year. This will mean a savings for every program for the cost of substitutes and travel expenses.

You will still be required to register all of your Assistant Teachers in the Bright from the Start Training Registration System. Returning Assistant Teachers will be registering for a single training course that will consist of 2 online learning modules. The online learning modules will not be available for completion until after August 10, 2009.

The only exception will be New Assistant Teachers who will still be required to attend New Assistant Teacher Institute.

For the additional 9 hours, Project Directors will be required to complete a training plan which must be approved by your Pre-K Consultant before implementation. Attached is the Assistant Teacher Training Plan Form. The form can also be found on the Bright from the Start website. If you have any questions, please contact your Pre-K Consultant directly for guidance.

Additional information and details can be found on the attached form.

IMPORTANT INFORMATION ON HOW TO REGISTER

Project Directors should go to the Bright from the Start homepage at www.decal.ga.gov
On the right side of the page, go to "At Your Service". Click on drop down box at the bottom of the list and then click on "Training Registration". This will bring you to the Training Registration homepage.

Before registering for training, gather the following information:

1. Your PANDA user ID
2. Your PANDA password
3. The social security number, birth date, city and state or country of birth and valid e-mail address of each person you plan to register for training. Please remember you will need to enter the correct SS#, Birth Date, City and State or Country of Birth and individual e-mail address for each person registering.

You are not allowed to enter your information or duplicate information for your staff.

Instructions for registering:

1. Click on the red "Training Registration Login" box on the left side of the screen. A Training Selections chart will appear on the screen; this chart will help you determine the correct training for you and your staff.

2. Enter your Panda user ID and password and click "login."

If you have misplaced your PANDA user ID and/or password, please fax a written request on your company letterhead to PANDA Support at 404-651-7184 requesting that your password be reset. You will receive an e-mail with further instructions when the password reset occurs. Remember that Bright from the Start issues only one User ID for each provider. Project Directors are responsible for setting up additional User IDs for their staff.

Registration Confirmation:

After registering, print the confirmation page, because it will contain your training location information and any special instructions. Please bring the confirmation page to your training.

Modifications:

You can modify or cancel your registration up to 24 hours before the start time of the class you are registered to attend. To make modifications, you will need the Social Security Number of the registrant and the training registration confirmation number that appears at the top of your training confirmation page.